DOCUMENT RESUME

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ABSTRACT

Registration is one of the more critical functions that a college staff encounters each semester. To have a smooth, efficient, college-wide registration, it is essential that all segments of the college be aware of registration procedures as well as data control operations. This packet was designed to acquaint interested parties with the registration procedures and data control operations for the off-campus facilities of Long Beach City College (California). It contains the portions of the "Long Beach City College Registration Manual" that relate to registration and data control in extension and satellite locations. Also included in the packet are the various forms used for registration, a chart of the administrative organization of Long Beach City College, and a schematic representation of the flow of grade forms, attendance reports, registration forms and procedural instructions between the Office of Admissions, Records and Registration, the Office of Continuing Education, and the Extension and Satellite Locations. This packet should serve as a guide for solving problems encountered by the faculty and staff of the off-campus facilities during registration. (Author/AH)

ED104501

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OFF-CAMPUS REGISTRATION PROCEDURES

Long Beach City College

JC 750 289

Michael L. Maas
Dean of Registration and Records

INTRODUCTION

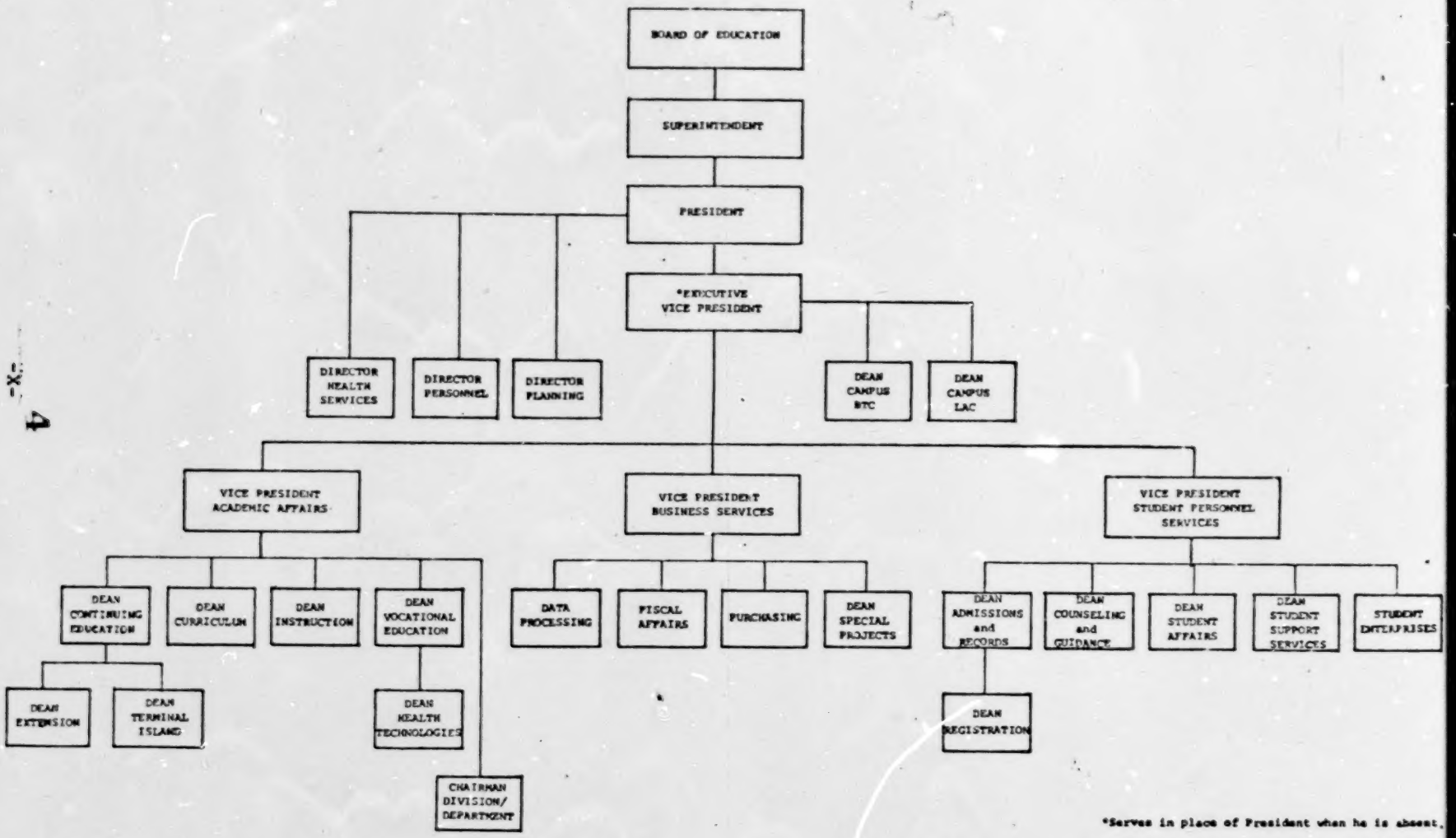
Registration is one of the more critical functions that a college staff encounters each semester. To have a smooth, efficient, college-wide registration, it is essential that all segments of the college be aware of registration procedures as well as the data control operations.

Included in this packet is a portion of the Long Beach City College Registration Manual which outlines the procedures used for off-campus registration and data control. Also included in the packet are the various forms used for registration, as well as the administrative structure of Long Beach City College.

It should be emphasized that the major problems encountered by a college in developing an off-campus program are in the areas of operational control, data control, and liaison with other segments of the college. This packet will serve as a guide for solving many of the problems encountered in these three areas. Specific questions and answers can be discussed at the various sessions scheduled today.

LONG BEACH CITY COLLEGE

ORGANIZATION CHART: 1974-75



*Serves in place of President when he is absent.

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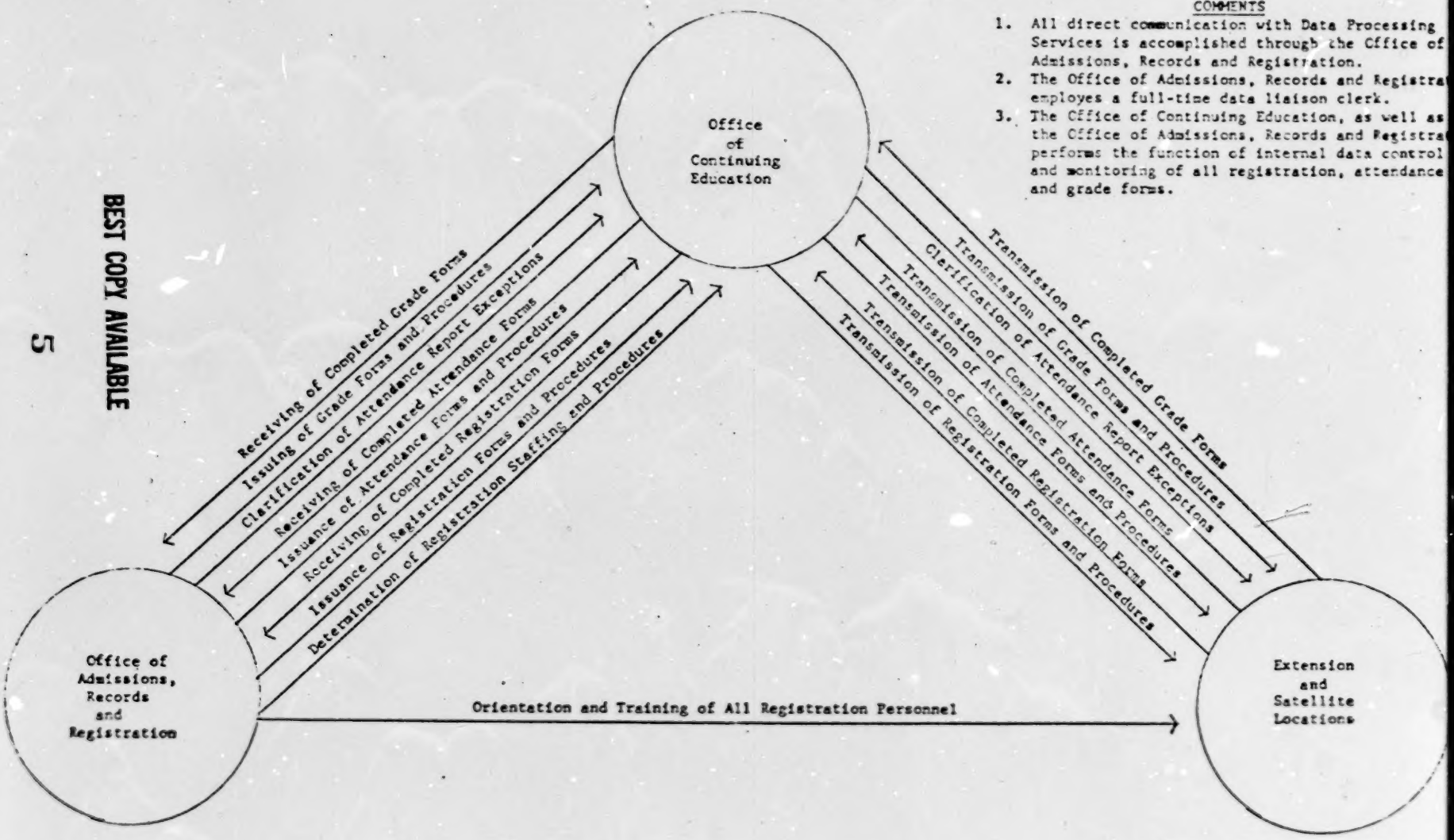
SCHEMATIC REPRESENTATION OF DATA FLOW FOR OFF-CAMPUS PROGRAMS


Office of Continuing Education
Office of Admissions, Records and Registration
Extension and Satellite Locations
Receiving of Completed Grade Forms
Issuing of Grade Forms and Procedures
Clarification of Attendance Report Exceptions
Receiving of Completed Attendance Forms
Issuance of Attendance Forms and Procedures
Receiving of Completed Registration Forms
Issuance of Registration Forms and Procedures
Determination of Registration Staffing and Procedures
Transmission of Completed Grade Forms
Transmission of Grade Forms and Procedures
Clarification of Attendance Report Exceptions
Transmission of Completed Attendance Forms
Transmission of Attendance Forms and Procedures
Transmission of Completed Registration Forms
Transmission of Registration Forms and Procedures
Orientation and Training of All Registration Personnel

COMMENTS

1. All direct communication with Data Processing Services is accomplished through the Office of Admissions, Records and Registration.
2. The Office of Admissions, Records and Registra employes a full-time data liaison clerk.
3. The Office of Continuing Education, as well as the Office of Admissions, Records and Registra performs the function of internal data control and monitoring of all registration, attendance and grade forms.

EXTENSION

EXTENSION CAMPUS REGISTRATION

A. Introduction:

The success of registration at the various extension campus locations is totally dependent upon the teachers and staff assigned to that location. It is critical that all members of the staff be familiar with the registration procedures and make a supreme effort to assist their students during the registration process.

The procedures presented in the following sections have been designed to provide continuity for the entire registration process. Read and advise your students correctly.

For convenience, each campus will have three registration stations; each with specific functions. They are as follows:

Station One - The Classroom
Station Two - The Front Office
Station Three - The Main Registration Area in the Administration Building

The specific procedures and materials for each station will be discussed in the following sections.

B. Procedures:

1. Station One - The Classroom:

You will encounter four categories of students in the classroom. Divide the students into the four categories listed below and process them in order; beginning with Category I.

Category I: Pre-registered Students - Students who have registered at LAC or PCC for this class.

Category II: Currently Enrolled Students - Students enrolled at the college this semester who wish to add your class.

Category III: Continuing Students - Students who have enrolled in classes at LBCC during Fall 1973 or later.

Category IV: New and Former Students - Former students are those who attended LBCC prior to Fall 1973.

B. Procedures: (Cont'd)

1. Station One - The Classroom: (Cont'd)

Category I: Pre-Registered Students

Student Action	Instructor Action
1. Turn in Class Admission Card to instructor. 2. Complete a Program Card (Side 1 Only) and take to the Front Office. Do not go to Station Three.	1. Collect Class Admission Card. 2. Send student to Station Two (Front Office) with Program Card between 7:00 and 7:30. 3. If student does not have Class Admission Card, treat as in Category III.

Category II: Currently Enrolled Students

Student Action	Instructor Action
1. Complete Class Admission Card. 2.*Complete Change of Program Form. 3. Complete Program Card or Add/Drop Card. Students already registered at this campus complete the Add/Drop Card.	1. Collect Class Admission Card. 2. Send student to Station Two (Front Office) with Program Card or Add/Drop Card and the Change of Program Form.

Category III: Continuing Students

Student Action	Instructor Action
1. Complete Class Admission Card. 2.*Complete Course Request Form. 3. Complete Program Card. 4. Complete Side 2 of blank Permit to Register ONLY if address has changed since last registration.	1. Supervise the completion of the required materials. 2. Collect Class Admission Cards. 3. Send students to Station Three (Main Registration Area) with completed materials.

Category IV: New and Former Students

Student Action	Instructor Action
1.*Complete Application for Admission. 2. Complete Class Admission Card. 3.*Complete Course Request Form. 4. Complete Program Card.	1. Supervise the completion of the required materials. 2. Collect Class Admission Cards. 3. Send students to Station Three (Main Registration Area) with completed materials.

* STUDENTS MUST USE A NUMBER 2 PENCIL WHEN COMPLETING THESE REGISTRATION MATERIALS.

B. Procedures: (Cont'd)

2. Station Two - The Front Office

There will be only two categories of students that you will process at this station.

Category I: Pre-Registered Students

1. Collect the Program Card and write in the space entitled Residence Classification the word "Pre-Registered".
2. Stamp JEC, LEC, or MEC on the ASB/Registration verification card.
3. Return student to class.

Category II: Currently Enrolled Students

1. Collect the following materials from the student:
   a. Change of Program Form.
   b. Program Card or Add/Drop Card. (Students already registered at this campus complete the Add/Drop Card.)
2. Return student to class.

The following two categories of students should be directed to Station Three - The Main Registration Area in the Administration Building - to complete their registration:

A. Category III: Continuing Students

B. Category IV: New and Former Students

B. Procedures: (Cont'd)

3. Station Three - The Main Registration Area:

There will be only two categories of students that you will process at this station.

Category III: Continuing Students

1. Collect the Program Card

a. Use this card to check the student against the Student Master File:
   1. If his name is not in the Student Master File, the student must complete an Application for Admission. (Check Application in the same manner as for a new student.)
   2. If the student is in the Student Master File but some information is missing or is incorrect, the student must enter his correct Social Security number on side 2 of a Permit to Register and also enter the missing data or corrections.

2. Collect the Course Request Form

a. Check for name, date, location.
b. Be sure Social Security number and student body card number are correct and coded-in properly.
c. Be sure serial number of courses are correct and coded-in properly.

3. Collect the Permit to Register (If Appropriate)

a. Some students may bring with them from the classroom a Permit to Register indicating an address change on side 2. Be sure the Permit (side 2) also contains the student's correct Social Security number. If ther is a change in residence code, please indicate new code.

4. Process the Registration Verification Card

a. Be sure name and Social Security number are recorded.
b. Be sure residence classification and student status are stamped on card.
c. Fill in spaces for UNITS, HOURS, and LOCATION. Be sure that:
   1. Out-of-State students are not enrolled for more than 6 units (if they want to enroll for more than 6 units, please refer them to the Extension Campus Dean).
   2. Foreign students on a visitor's visa (B-1 or B-2 Visa) do not enroll for more than one class.
   3. No student is enrolled for more than 18 units, including Physical Education. Exception: Students may exceed this limit if they have written permission from a Counselor.
   4. Students whose residence classification is "Limited to 9 hours" are not taking more than 9 hours of classes per week.
   5. Students whose student status is "part-time" are not enrolled for more than 11 units.

B. Procedures: (Cont'd)

3. Station Three - The Main Registration Area: (Cont'd)

Category IV: New Students and Former Students

1. Collect the Application for Admission

   a. Be sure name and address are recorded.
   b. Be sure Social Security number is written and coded correctly.
   c. Determine the student's residence classification from this document and the Program Card.
      1. Code it on the Application.
      2. Stamp it on the Registration Verification Card.
   d. Unless a Long Beach resident shows proof that he has been accepted or registered this semester as a full-time student, his student status must be coded "PART-TIME" (that is, he may enroll for a maximum of 11 units).
      1. Stamp "Part-time" on the Registration Verification card.
   e. Be sure all questions are completed (personal questions such as religion, income, etc. may be left blank if student desires).
   f. Make sure student has answered question on high School attended. If student has written name of high school, find the code number for the high school, state, or country in the School Code Listing and enter that code number on the application.

2. Collect the Course Request Form

   a. Check for name, date, location.
   b. Be sure Social Security number and ASB number are correct and coded-in properly.
   c. Be sure serial number of courses are correct and coded-in properly.

3. Collect the Program Card

   a. Check for completeness. Side One and Two must be completed and the card signed.

(Category IV continued - See Next Page)

B. Procedures: (Cont'd)

3. Station Three - The Main Registration Area: (Cont'd)

Category IV: New Students and Former Students (Cont'd)

4. Process the Registration Verification Card

a. Be sure name and Social Security number are recorded.
b. Be sure residence classification and student status are stamped on card.
c. Fill in spaces for UNITS, HOURS, and LOCATION. Be sure that:
   1. Out-of-State students are not enrolled for more than 6 units (if they want to enroll for more than 6 units, please refer them to the Extension Campus Dean).
   2. Foreign students on a visitor's visa (B-1 or B-2 Visa) do not enroll for more than one class.
   3. No student is enrolled for more than 18 units, including Physical Education. Exception: Students may exceed this limit if they have written permission from a Counselor.
   4. Students whose residence classification is "Limited to 9 hours" are not taking more than 9 hours of classes per week.
   5. Students whose student status is "part-time" are not enrolled for more than 11 units.

It is important that all materials be collected and filed properly. The materials should be handled in the following manner.

1. Collect and File the Following:

a. Applications
b. Program Cards (in alpha order)
c. Course Request Forms
d. Permits to Register
e. Change of Program Form
f. Add/Drop Cards

2. Clip together and keep in separate boxes all materials for students with no Social Security Number.

3. High School students - they must have an approval sheet from their high school counselor. Collect this approval sheet.

4. Each stack of collected registration material (except PROGRAM CARD) is to be bundled daily and clearly identified as follows:

Example --

MEC Applications Feb. 10, 1975

5. It is important that completed registration materials be delivered to the Office of Admissions and Records, LAC.

C. Special Notes:

1. Residents of the Compton J.C. District must have a permit in order to register regardless of the number of hours enrolled.

2. Refer all difficult problems to the experienced residence clerk at the station.

3. Attached to these directions is a conversion table which explains the proper stamp to be used for each type of residence classification.

4. "Student Status" indicates only whether a student has completed Matriculation requirements - a "Full-Time" student status does not indicate residence clearance.

5. The student status classification of "Special" is for day high school students only.

D. The following list of forms is presented to assist you in the identification of the various forms used during registration.

*1. Application for Admission

To be completed with No. 2 pencil by:

a. New Students
b. Former students (Students whose last enrollment was prior to Fall 1973)

2. Class Admission Card

To be completed by all students registering for your class. Teachers retain these cards.

*3. Course Request (single sheet - 1 side - blue data processing form)

To be completed by all students registering for your class.

EXCEPTION: Students who have already registered for other classes this semester will add your class on a "Change of Program" form as described in item 5, below.

4. Program Card (5"x 8" buff colored)

To be completed by all students enrolled in your class.

*5. Change of Program (single page --1 side - green data processing form) add and/or cancel form

To be used only by those students who wish to add your class and who have already registered for other classes this semester.

D. (Continued)

6. Permit to Register (pink card)

Side 2 to be completed by only those continuing students who have a name or residence change since their last enrollment.

7. Add/Drop Card

To be completed by those students previously registered at this campus this semester.

*These forms must be completed with a No. 2 pencil.

SATELLITE

SATELLITE CENTER REGISTRATION

A. Introduction:

The success of registration at a Satellite Center is totally dependent upon you, the teaching staff. It is imperative that all satellite teachers be familiar with the registration procedures and make a supreme effort to assist their students during the registration process.

The procedures outlined in the following sections have been designed to assist you in the smooth, efficient registration of your class. Read carefully and give your students correct information.

Remember, prompt return of your registration materials to the appropriate college office is essential. Registration is not completed until all materials have been processed.

B. Procedures:

Divide your class into two categories listed below and process them in order, beginning with Category I.

Category I: Continuing Students - Students who enrolled in classes at LBCC during Fall 1973 or later.

Category II: New and Former Students - Former students are those who attended LBCC prior to Fall 1973.

B. Procedures: (Cont;d)

Category I: Continuing Students

Student Action	Instructor Action
1. Complete Class Admission Card.	1. Sign each Registration Verification Card or ASB Card in the space marked STUDENT STATUS, and return to student.
2. *Complete Course Request Form.	2. Collect and retain the Class Admission Card.
3. Complete Program Card.	3. Examine all other registration materials for completeness, and collect, keeping each student's material together. Arrange in alpha order.
4. Complete ASB Card or Registration Verification Card.	4. Deliver the registration materials to the appropriate office daily.
5. Complete Permit to Register (Side 2) - to be completed ONLY if address has changed since last registration.	

NOTE: Some students may have already registered this semester for a class at another location. They will be adding your class to their schedule. These students must show an ASB Card or Registration Verification Card for proof of current registration and will need to complete the following:

1. Class Admission Card.
2. *Change of Program (Green Data Processing form - to show the addition of your class).
3. Program Card.

Category II: New Students and Former Students

Student Action	Instructor Action
1. *Application for Admission	1. Sign each Registration Verification Card or ASB Card in the space marked STUDENT STATUS and return to student.
2. Class Admission Card	2. Collect and retain the Class Admission Card.
3. *Course Request Form	3. Examine all materials and process as above.
4. Program Card	
5. Registration Verification or ASB Card.	

NOTE: *Students must use a No. 2 pencil when filling in Application for Admission, Course Request Form, and Change of Program Form.

C. The following list of forms is presented to assist you in the identification of the various forms used during registration.

*1. Application for Admission
to be completed with No. 2 pencil by:

a. New Students
b. Former students (Students whose last enrollment was prior to Fall 1973

2. Class Admission Card

To be completed by all students registering for your class. Teachers retain these cards.

*3. Course Request (single sheet - 1 side - blue data processing form)

To be completed by all students registering for your class.

EXCEPTION: Students who have already registered for other classes this semester will add your class on a "Change of Program" form as described in item 6, below.

4. Program Card (5" x 8" buff card)

To be completed by all students enrolled in your class.

5. I.D. Card Packet includes:

a. Registration Verification Card (2¾ x 3¾ I.D. Card)
b. Associated Student Body Card (ASB)
c. Instructions

All students must secure either an ASB Membership Card or a Registration Verification Card (Waiver of ASB benefits)

Separate instructions pertaining to ASB card sales, Registration Verification Card, etc., are included in the I.D. Card Packet.

*6. Change of Program (single page - 1 side - green data processing form) Add/Drop Card

To be used only by those students who wish to add your class and who have already registered for other classes this semester.

7. Permit to Register (pink card - blank)

Side 2 to be completed by only those continuing students who have a name or residence change since their last enrollment.

NOTE: *Students must use a No. 2 pencil when filling in Application for Admission, Course Request Form, and Change of Program Form.

NAME (Print) Last First Middle Maiden Name

Social Security Number

ADDRESS No. Street City Zip Code Telephone No.

Date of Birth Place of Birth No. of Units Completed

SEMESTER 19 Fall, Spr., Su.. Today's Date Major Subj. Residence Classification

	Serial #	Course #	Descriptive Title	Units	Hr.	M	T	W	T	F	Instructor	Rm.

LONG BEACH COMMUNITY COLLEGE DISTRICT
LONG BEACH CITY COLLEGE

PROGRAM CARD

TOTAL UNITS

A.S.B. Card No.

Waiver No.

1. **Have you lived at the address shown on the front of this card the last 12 consecutive months?** ..... Yes ☐ No ☐
   If "no," show addresses to cover at least the past year:

Previous Addresses		Number	Street	City	State	Inclusive Dates From	To
	#1						
	#2						

2. Are you now in the active military or are you a military dependent? ..... Yes ☐ No ☐
3. Are you a U.S. citizen? Yes ☐ ☐ No Type Visa Date Visa Issued
4. Are you at least 19 years of age on day before classes begin? ..... Yes ☐ No ☐
   If "no," complete items below:
   A. Have you ever been married? ..... Yes ☐ No ☐
   B. Are your parents divorced? ..... Yes ☐ No ☐
   C. With whom do you reside? Father ☐ Mother ☐ Other ☐
   D. Give name and permanent legal residence for each of the following persons (if deceased, enter the word "deceased" in the address space). Show addresses to cover at least one year:

Person		Number	Street	City	State	Zip	Phone	From What Date Mo./Day/Year
Father's Name	Current							
	Previous							
Mother's Name	Current							
	Previous							
Court-Appointed Guardian's Name	Current							
	Previous							

5. I declare (certify) under penalty of perjury that (a) the foregoing information on this card is true and correct, and (b) I have reviewed and corrected the data on the Permit to Register Card, if applicable.

Signature Date

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LONG BEACH CITY COLLEGE

Long Beach Community College District

Pacific Coast Campus
1305 East Pacific Coast Highway, Long Beach, California 90806
Telephone 213-599-2421

Liberal Arts Campus
4901 E. Carson St., Long Beach, California 90808
Telephone 213-420-4111

APPLICATION FOR ADMISSION

The data obtained from this application will constitute your master student record at Long Beach City College. All information requested is necessary for reports to the Board of Governors of California Community Colleges, the United States Department of Health, Education and Welfare, and to assist you in using the full range of college services. Please be assured that your responses will be treated as confidential information and used only to assist you in your endeavors at the college, or in compiling group data for required reports. Your cooperation is appreciated.

Stanley E. Francus

DEAN, ADMISSIONS AND RECORDS

DC 40-695

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Directions for completing the application

1. PRINT ALL INFORMATION WITH A NUMBER 2 PENCIL!

2. Incomplete, inaccurate or illegible information will be reflected in your master file and may result in inaccuracies in your academic record. It will be to your benefit, therefore, to enter all information on the following forms as accurately, neatly and completely as possible.

3. In printing information set off by boxes, such as name, address, etc., enter one letter per box. For example:

   a. Student Name

G	R	E	E	N								
LAST												

   b. Birth Date (applicant's birthday is February 11, 1942)

0	2		1	1		1	9	4	2
MO			DAY			YEAR			

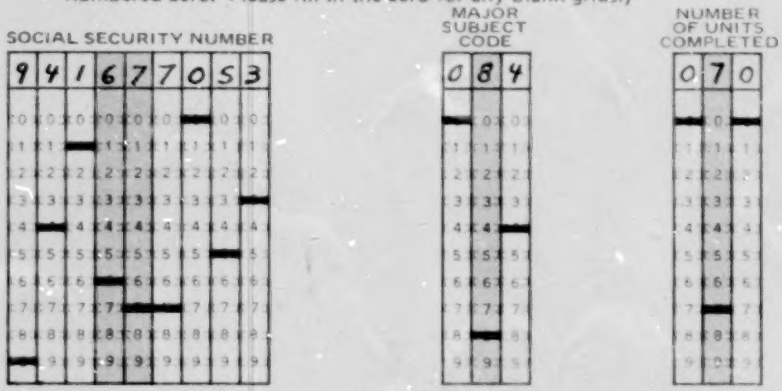
   c. For items with a Yes or No response, fill in the appropriate box

   ■ YES ☐ NO

4. In coding information in gridded areas, completely fill in the grid with heavy dark marks with a No. 2 pencil. Examples of correctly and incorrectly filled boxes are shown below:

   a. Grids incorrectly completed: ▭ too light ☐ not filled in ▭ beyond box outline

   b. Correctly completed grid patterns. (Note that the first position is numbered zero. Please fill in the zero for any blank grids.)



5. Refer to the separate set of code tables provided to answer questions 21B, 25, and 26A.

6. DO NOT FOLD, BEND OR MUTILATE THIS FORM.

SIDE 2 -

PLEASE READ THE DIRECTIONS ON THE REVERSE SIDE BEFORE ANSWERING THESE QUESTIONS.

OFFICE ONLY RESIDENCE CODE ☐☐ STUDENT STATUS ☐ SPECIAL ☐ PART-TIME ☐ FULL-TIME REGISTRATION LOCATION ☐☐☐

1. APPLICATION FOR COLLEGE SEMESTER
☐ FALL ☐ SPRING ☐ SUMMER ☐☐ YEAR (19)

2. STUDENT NAME
LAST ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ FIRST ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ M.I. ☐

3. SOCIAL SECURITY NUMBER
THIS MUST BE FILLED OUT COMPLETELY FOR YOUR REGISTRATION TO BE CORRECT

4. ADDRESS
STREET ADDRESS ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐ APT. NO. ☐☐☐

5. TELEPHONE NUMBER
AREA ☐☐☐ NUMBER ☐☐☐-☐☐☐☐

6. MAIDEN NAME (if married) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

7. DATE OF BIRTH
MO. ☐☐ DAY ☐☐ YEAR 1☐☐

8. LBCC STDT. REG. NO.
(IF ATTENDED PRIOR TO 1971) ☐☐☐☐☐☐☐

CITY-SPACE-STATE (State may be abbreviated) ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

TODAY'S DATE ___/___/___ (MO/DAY/YR) NAME _____ (LAST) _____ (FIRST) _____ (MIDDLE)

REGISTRATION LOCATION BTC ☐ LAC ☐ EXT ☐

LONG BEACH CITY COLLEGE REGISTRATION COURSE REQUEST

NO. 1	NO. 2	NO. 3	NO. 4	NO. 5	NO. 6
COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.

NO. 7	NO. 8	NO. 9	NO. 10	NO. 11	NO. 12
COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.	COURSE SERIAL NO.

SEE INSTRUCTIONS ON REVERSE SIDE

TERM OF REGISTRATION

SUMMER I

SUMMER II

FALL

SPRING

SOCIAL SECURITY NO.

STUDENT BODY & PARKING PERMIT NO.

22

OPTICAL SCANNING CORPORATION, ... INC.

DC 9362

INSTRUCTIONS FOR COMPLETING COURSE REQUEST

USE A NUMBER 2 BLACK LEAD PENCIL
PRINT NAME AND DATE
MARK TERM FOR WHICH YOU ARE REGISTERING
WRITE AND MARK SOCIAL SECURITY NUMBER
WRITE AND MARK STUDENT BODY AND PARKING PERMIT NUMBER

WRITE AND MARK COURSE SERIAL NUMBER FOR EACH COURSE

EXAMPLES

SOCIAL SECURITY NO.

1	0	1	-	1	0	-	1	0	1	1

STUDENT BODY & PARKING PERMIT NO.

2	0	3	0	4	0

NO. 0
COURSE SERIAL NO.

1	2	3	4

UNIVERSITY OF CALIF.
LOS ANGELES

MAY 23 1975

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CLEARINGHOUSE FOR
JUNIOR COLLEGE
INFORMATION

DO NOT FOLD, SPINDLE OR MUTILATE THIS FORM.